

Prescott Pickleball Association Board Meeting

Mar 13, 2026 • 2 hours, 2 minutes

Attendees:

Board Members Present:

Judi Mackey - President

Janet Horvath Gregory - Vice President

Ted Vanderlaan - Treasurer

Michael Clarke - Secretary

Marcie Moody - Member at Large

Rick Bothell - Member at Large

Peg Travers - Member at Large

Guests

Karen Eads - Marketing

Overview

Board meeting covering finances, membership status, accounting correction, volunteer recognition, city coordination on four new courts and shade structures, injury/incident procedures and AED (Automated External Defibrillator), volunteer management, inventory, badge distribution, merchandise, instructor certifications/insurance, marketing, liability insurance, captains' operations, facility maintenance, scam remediation, and potential youth programming.

Financial and Membership Snapshot

Gala impact: "Pickleball Gala" income was not budgeted; gala net cost was \$316, or \$21 including raffle proceeds.

January memberships: 591 active members at end of January; "over 400" lapsed.

Exactly 261 of those had paid in 2025 and not yet [renewed].

February results: Net income +\$126, almost \$2,000 under budget due to renewals below budget and ~\$800 Directors & Officers liability insurance; expenses below budget narrowed variance to \$224 under. Membership at 622; currently 638 total, including 10 youth. Still 246 not renewed since 2025. February: 18 new members; 22 renewals.

Bank/reporting note: Foothills Bank timing differences (checks not cleared) explained for transparency.

Accounting Correction Approved

“Opening balance equity” ~\$536 identified as a 2018 Quicken-origin double count (should have been income, not equity). Motion passed to reverse (not delete) the balance in QuickBooks to preserve audit trail. Unanimous approval.

\$500 deposit check for Pickleball Gala will not be cashed and should be voided.

Membership Renewals and Enforcement

Captains received/are receiving rosters with non-current members flagged. Goal: by March 28, players must be paid up or be removed from rosters/stop receiving invitations.

Follow-up underway with captains; non-responding captains were sent lists. Profile analysis request: determine if non-renewals are recent vs. long-term members (to be provided later).

Volunteer Recognition and Photo Consent

Volunteer of the Month continues (e.g., “Carl” recognized for the competitive play score tracker). Recognition channels: Pickle Post newsletter, website, kiosk, and Facebook; prime parking idea requires city approval; certificate not currently used. Photos: Confirm whether member waiver includes photo consent (check Wild Apricot membership form). Until confirmed, be cautious with publishing member images; gather photos when possible.

City Coordination: Four New Courts and Shade Structures

Courts expansion: City staff (Kristy) and the mayor walked the courts; next step toward adding four courts. Expansion is constrained by the city’s overall master planning process; even if PPA raises 100% of funds, city indicated approvals await master plan. Estimated four-court cost discussed at ~\$150,000; likely post-tension (as courts 9–12). Fundraising and potential city cost share still TBD. Consider inviting Kristy to the next board meeting for clarity.

Shade structures: City has \$25,000 partner program funds available for PPA; timing risk is only that other groups may use it first. Options discussed:

Two Ramadas near: (a) courts 9–12 (by parking) and (b) around courts 4–5. City quotes: \$50,000 and \$40,000.

Shade over walkway between courts 1–8 considered but strongly discouraged due to shadows, drainage, and snow load risks; prior analyses and other facilities' experience support avoiding this. Board consensus: remove center walkway shade from consideration.

Lower-cost alternatives (e.g., Costco gazebo structures like the prior ~\$1,200 build) noted; city-managed projects tend to cost more due to procurement requirements.

Next step: Judi will work with Adam to produce a concrete proposal for shade near courts 4–5 (locations, renderings, and quotes across options), then circulate to the board. Aim to leverage the \$25,000 while prioritizing future four-court needs.

Injury/Incident Reporting and AED Readiness

Incident report: Board approved immediate use of a new incident/accident form (modeled on city's). Forms will be stocked in the shed and captain handbooks; notify captains now. Peg will draft clear criteria for when to use (e.g., any injury causing play to stop) and how to file/retain. Andrea provided input; city declined to add to the form. Retention length to confirm with insurer (5 years was suggested but not finalized). AED: Current AED is in the bathroom vestibule; when last used (summer), the city replaced pads and serviced it. Peg will contact the fire department to arrange AED/first-aid training (invite captains and members).

Consider asking the city to relocate/add an AED closer to the courts (e.g., kiosk) and potentially leverage the \$25,000 for AED infrastructure.

Volunteers List and Management

Volunteer pool building: Marcie created a Wild Apricot search (Volunteers 2026) of those who opted to volunteer; currently 157 active through 1/1/2027. Board members

to send names/emails of helpers from events to expand the list for broader engagement beyond “the usuals.”

Use the consolidated list to staff Saturday round robins, lessons, ladders, and ad hoc needs.

Annual Inventory Plan

Bylaws require yearly asset inventory (overdue). Scope refined to durable assets vs. consumables (e.g., rollers, squeegees, shelving, spare nets, PA system, awards podiums stored at “ESpire,” etc.).

Janet will conduct inventory (both sheds and any known offsite storage). Anne previously used very detailed lists; new approach will be pragmatic. Include first-aid kit presence (not contents) and confirm any items formerly held at members' homes are centralized.

Member Badge Distribution Change

Process change approved: Instead of mailing, badges will be placed in a labeled box in the large shed. Marcie will email members to pick up their badge from a captain during any organized event; captains will cross off names/dates on a provided list. Designate convenient pickup windows (e.g., Anne's Thursday 2:00 pm non competitive group; Saturday women's round robin around 1:00 pm with Suzanne). Update the automated messages and website accordingly. This saves ~\$2 postage per badge and speeds delivery.

Merchandise Proposal Outcome

Bulk order of shirts for resale was rejected due to prior inventory loss, workload, and limited demand.

Approved: Allow Dawnell to use the PPA logo to produce shirts. Members can order directly from her (she and her daughter are fundraising; expected \$18–\$20 per shirt). For shirts only; no hats/bags authorized. Dawnell handles all business aspects; PPA does not stock inventory.

Instructor Certifications, Insurance, and PPA Coverage

City-paid instruction: City allows only four paid-for-profit instructors on the courts; they must hold certification and personal insurance naming the city (additional insured).

Current instructors: Rick (International Pickleball Teaching Professional Association), PJ (PCI), Sue Brogard (PPR—Professional Pickleball Registry), and Curt Thon (International Pickleball Teaching Professional Association). City (Ryan) tracks compliance.

PPA clinics: Assistant instructors paid a stipend (e.g., \$150 for 8 hours; done twice last year) may not hold individual certification/insurance. Question raised whether PPA's new liability policy covers paid subcontractors. Ted will confirm with the insurer. Current understanding: volunteers and board are covered; paid subcontractors likely not. Do not cancel the upcoming 2.5 clinic; proceed while coverage is clarified.

Tax reporting: 1099 threshold noted as \$2,000 for 2026; current payments appear below threshold.

Marketing and Communications

Facebook strategy: Karen needs advance content to promote upcoming events (avoid posting after registrations fill). Will use the master calendar to “tease” registrations, post volunteer spotlights, tournament winner photos (pending photo consent confirmation), beginner entry points, and “Why join PPA?” benefits.

City article: Judi and Karen will align on objectives (awareness vs. recruitment) and content.

Liability Insurance Status

New general liability policy in place; covers board and volunteers. Ted distributed policy binder to board and can share with others as needed.

Captains’ Operations Updates

Meeting held Jan 27 (18 captains attended; 13 absent). Key outcomes: Court usage and signage: Captains may temporarily use more than eight courts if at least 1 public courts remain open; must yield extra courts if public demand fills remaining courts.

Lost and found is in a bin under the kiosk, expensive items in the large shed.

Player grids: Adopted updated grids that eliminate one player serving three times in a row, increase font size, and add a 1→4 serve-direction icon. To be posted on the website.

Championship matches: Now in the third week (to allow time for write ups/photos). Walk-ons may not compete in championships. Standardized promotions/demotions communications.

Drill guide: Updated to web links for easier maintenance.

Captain’s handbook: Being created as modular web documents (weather, injuries, promotions/demotions, materials ordering, etc.). Team: Steve, Andrea, Ted, Jovian; Anne now assisting.

Balls: Continue using Franklin X-40. “Lifetime” balls noted for durability and play differences; currently unavailable. If/when available, consider a small trial before any switch.

City liaison needs: PPA court allocations, conflict handling (e.g., loud music, unscheduled arrivals, bused rehab groups), and maintenance (weeds, insects, debris, spills, possible shoe cleaner and thermometer). Ryan could not attend; to be addressed next time.

Next captains’ meeting: April 21, 3:30 pm (same location).

Facility Maintenance and Scheduling Notes

Small shelter/benches need refinishing (peeling paint/splinters). Judi to reconnect with the prior volunteer lead to organize work with volunteers; handyman only if needed.

Court 8 net repair scheduled.

Weed spraying scheduled Saturday before 11:00 am (courts are city-reserved until 11:00 am), to avoid event conflicts. Volunteers will help clean courts.

Scam Alert and Remediation

Board member Michael was scammed by an email spoofing Judi, resulting in a \$734 payment to a “vendor.” Board unanimously approved reimbursing Michael; emphasized extreme caution with urgent payment requests.

Mitigation: Remove board email addresses from the public website; direct public inquiries to the general inbox (prescottpickleball@gmail.com). Instructors and captains to stay alert to common and urgent-payment scams. Suggestion noted (no decision): consider dual signatures for checks; avoid using instant-pay apps.

Youth Programming

City plans to advertise a youth camp (May 9). PPA is open to supporting, pending details on needs, court availability (Pioneer Park), and scheduling conflicts. Last year’s Boys & Girls Club camp ran successfully with volunteers.

Upcoming Steps and Assignments

Accounting correction: Reverse the ~\$536 “opening balance equity” in QuickBooks; maintain audit trail. (Treasurer)

Membership enforcement: Continue roster outreach; remove unpaid players after March 28. (Treasurer + Captains)

Photo consent: Verify consent language in Wild Apricot membership form. (Assigned to check Wild Apricot)

City/courts: Invite Kristy to next board meeting to explain master plan and path to four new courts. (Judi)

Shade proposal: Obtain location drawings and quotes for shade near courts 4–5; exclude center-walkway shade; share options. (Judi with Adam) Incident reporting: Stock forms in shed/handbooks; notify captains; draft usage/retention criteria for board approval. (Peg + Andrea + Steve) AED training: Coordinate session with fire department; explore moving/adding AED closer to courts and potential funding. (Peg)

Volunteer pool: Consolidate current-year volunteer list; solicit names/emails from board; maintain Wild Apricot search. (Marcie)

Inventory: Conduct annual assets inventory (both sheds and noted offsite items). (Janet)

Badges: Implement shed pickup box; email instructions; maintain received checklist; set pickup windows with captains; update automated messages. (Marcie + Anne + Suzanne)

Merchandise: Authorize Dawnell to use PPA logo for shirts only; members order directly. (Judi to notify Dawnell)

Instructor insurance: Confirm with insurer whether paid clinic assistants are covered under PPA policy or must carry own insurance. Do not cancel the 2.5 clinic. (Ted)

Marketing: Use calendar to pre-promote events; post volunteer spotlights, winners, beginners' info, and member benefits; coordinate city article. (Karen + Judi) Captains' docs: Publish updated player grids and drill guide links; continue Captain's Handbook build-out. (Steve + Andrea + Ted + Jovian + Anne)

Maintenance: Coordinate bench/shelter refinishing with prior volunteer lead; repair Court 8 net; complete weed spraying before 11:00 am Saturday; notify captains as needed. (Judi + Rick + Steve)

Scam mitigation: Remove board emails from public website; route via general inbox; warn instructors/captains of scams.